

# **EMS TRAINING PROGRAM ADMINISTRATION MANUAL**

Policy Number: <b>T-710</b>	Page: <b>1</b>	of: <b>2</b>
Title: <b>EMT-Instructor Recertification Requirements</b>		
Regulatory Authority: <b>12VAC5-31-1650</b>		
Date of Issue: <b>December 1, 2002</b>	Effective Date: <b>July 1, 2008</b>	

- A. The EMT-Instructor's privilege to teach must be renewed every two years. To fulfill the recertification requirements, the EMT-Instructor must:
1. **Course Instruction** - Instruct a minimum of 50 hours of EMT or First Responder subject material in approved courses within the two-year period.
    - a. This requirement only may be met through instruction of standard Basic Life Support training courses or other programs approved for Basic Life Support (Category 1) continuing education credit.
    - b. Instruction of programs approved for only Approved (Category 2) continuing education credit for basic life support providers may not be used to satisfy this requirement.
  2. **Refresher Update Seminar Attendance** - Attend a minimum of one EMT-Instructor/ALS Coordinator Update Seminar within the two-year certification period.
    - a. The purpose of the EMT-Instructor/ALS Coordinator Update Seminar is to provide the EMT-Instructor with up-to-date information in emergency medicine and adult learning skills. Office personnel will also review for the Instructor, any administrative changes that may have taken place during their current certification period.
  3. **Continuing Education Required** - Satisfactorily attend a minimum of 10 additional hours of approved continuing education during the two-year certification period in which they are not the Course Coordinator or instructor.
    - a. Documentation of these ten (10) hours must be submitted to the Office not less than one month before the expiration of the Instructor certification on a Continuing Education scancard using "Level F" and "Category 2" or in a format approved by the Office.
    - b. Instructors holding an advanced life support level certification are not required to attend these additional ten (10) hours of continuing education as long as the advanced certification remains current.

4. **EMT Examination Required** - Successfully complete the EMT-Basic written certification examination with a minimum passing score of eighty (80) percent. This examination may be completed at any time following attendance of an EMT-Instructor/ALS Coordinator Update Seminar.
    - a. If the EMT-instructor is affiliated with a licensed EMS Agency, this examination may be waived by the EMS Agency's OMD.
  5. **Performance Ability** - Have no physical or mental impairment that would render the instructor unable to perform and evaluate all practical skills and tasks required of an EMT.
  6. **Other Requirements** - The Office may establish other reasonable recertification requirements, policies and procedures; as deemed necessary.
- B. **Failure to Meet Recertification Requirements** - Upon expiration of EMT-Instructor certification for failure to meet recertification requirements, the individual will revert back to their highest level of EMT certification remaining current at that time.
- C. **EMT-Instructor Reentry** - Individuals whose EMT-Instructor certification has expired may regain full certification through completion of the Re-Entry program within two (2) years of their previous expiration date provided:
1. If the EMT-Instructor had completed the teaching requirements of Section **A 1** above, but was unable to fulfill one or more of the requirements of Sections **A 2 – A 4** above, the remaining requirements must be completed within two (2) years following the expiration date.
    - a. However if the EMT-Basic examination required under Section **A 4** above was not completed prior to expiration, this examination may not be waived by an EMS Agency OMD.
  2. If the EMT-Instructor had not completed the teaching requirements of Section **A 1** above, the following requirements will be necessary for re-entry:
    - a. Successful completion of the EMT-Instructor written and practical pretest examinations as specified under Section **12VAC5-31-1500 A 5 and A 6**.
    - b. Attendance of the administrative portions of an EMT-Instructor Institute. (This requirement excludes the adult education and practical teaching evaluation portions of the EMT-Instructor Institute.)
  3. Upon completion of the applicable requirements for Re-entry, new EMT-Instructor credentials will be issued for a two (2) year period. Thereafter, all of the requirements for recertification under this section will apply.